

I want to enroll for a Username and Password to use e-Services for Business

Slide 1

I want to enroll for a
Username and Password
to use
e-Services for Business

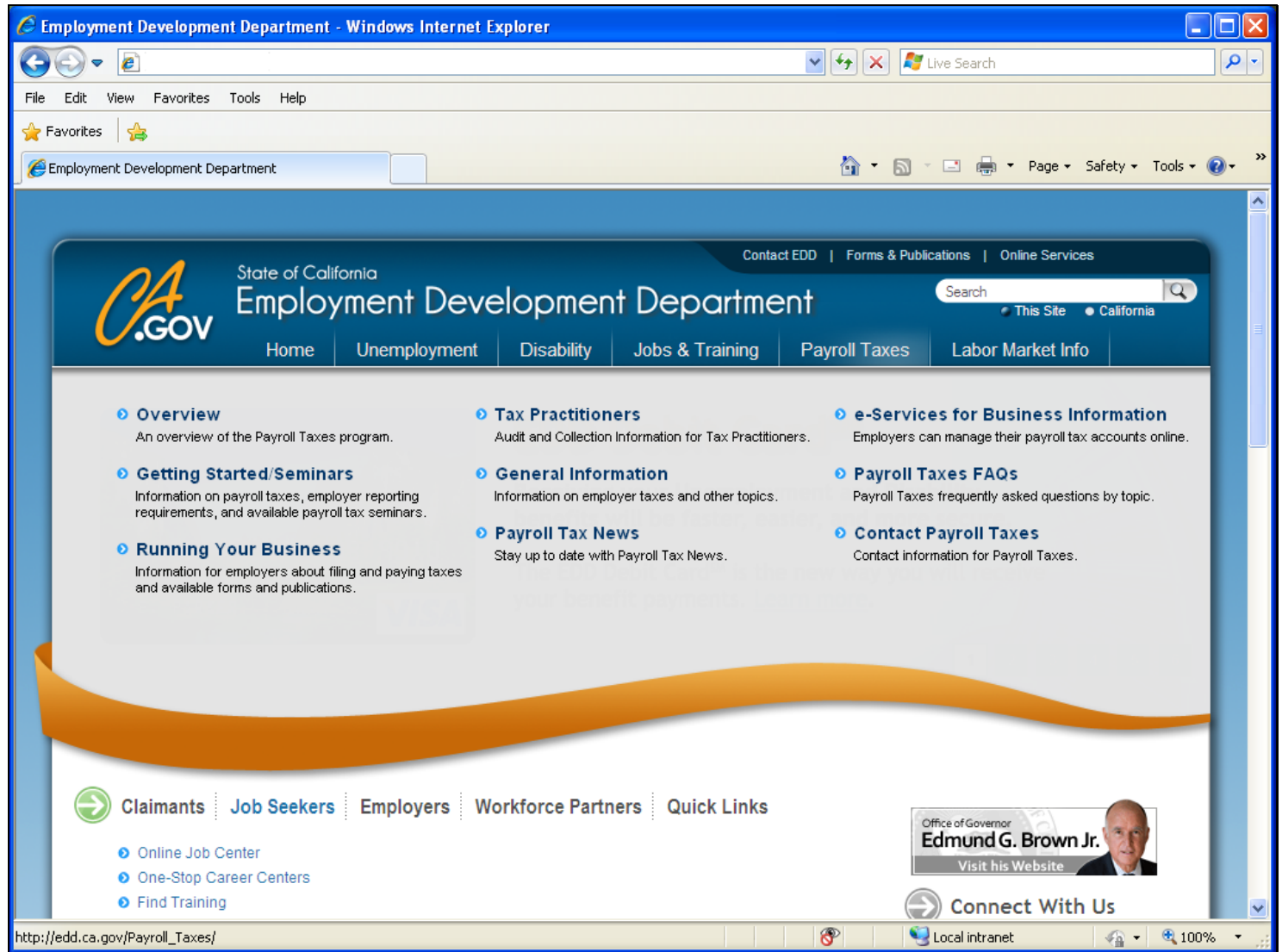
Closed Captions
Available

Slide notes

This video is developed and presented by the California Employment Development Department (EDD) and was created to assist you with navigating e-Services for Business.

I want to enroll for a Username and Password to use e-Services for Business

Slide 2



Slide notes

This tutorial will take you through the one-time process to create a username and password to use e-Services for Business.

Welcome to the Employment Development Department homepage. Notice all the tabs across the top. Select the "Payroll Taxes" tab.

I want to enroll for a Username and Password to use e-Services for Business

Slide 3

The screenshot shows a Windows Internet Explorer browser window displaying the "Overview - Payroll Taxes" page of the State of California Employment Development Department (EDD). The browser's address bar shows the URL http://www.edd.ca.gov/Payroll_Taxes/. The page features a blue header with the EDD logo and navigation links: Home, Unemployment, Disability, Jobs & Training, Payroll Taxes, and Labor Market Info. A search bar is located in the top right corner. The main content area is titled "Overview - Payroll Taxes" and includes a paragraph explaining the department's goal to help businesses succeed. Below this, there are sections for "New Online Services" and "Getting Started/Seminars". The "Getting Started/Seminars" section lists links for "What are State Payroll Taxes?", "Am I Required to Register as an Employer?", "Reporting Requirements", and "Payroll Tax Seminars". The "Running Your Business" section lists links for "File and Pay Taxes", "New! e-Services for Business", "Forms and Publications", "Layoff Alternatives", "Taxpayer Advocate", and "Other Payroll Tax Related Information". On the right side, there are two sections: "Important Links" and "Top Links This Month". The "Important Links" section lists links for "Register as an Employer", "Rates and Withholding", "e-Services for Business", "Reporting Requirements", and "Forms and Publications". The "Top Links This Month" section lists links for "Forms and Publications", "File and Pay Taxes", "Rates and Withholding", "e-Services for Business Information", and "Am I Required to Register as an Employer?". At the bottom right, there is a "FAQs" section with a link for "Payroll Taxes FAQs".

Overview - Payroll Taxes

State of California
Employment Development Department

Home | Unemployment | Disability | Jobs & Training | Payroll Taxes | Labor Market Info

Overview - Payroll Taxes

Whether you are starting a new business or are an existing employer, our goal is to help you find the resources and information that you need to succeed. Our business is your success. Use the links on this page to access State payroll tax services and information. To learn more about EDD's Tax Branch, visit [About EDD Tax](#).

New Online Services

We have expanded our **New! e-Services for Business**. Employers can register businesses, manage payroll tax accounts, file reports, and make tax payments. Payroll agents can access their clients' accounts through a third party access, which will allow the agent to maintain the clients' accounts. If you need assistance in enrolling, visit our **New! e-Services for Business Video Tutorials**. For general information about e-Services for Business, go to [e-Services for Business Advantages and Features](#).

Getting Started/Seminars

- What are State Payroll Taxes?
- Am I Required to Register as an Employer?
- Reporting Requirements
- Payroll Tax Seminars

[More Getting Started/Seminars Information](#)

Running Your Business

- File and Pay Taxes
- New! e-Services for Business**
- Forms and Publications
- Layoff Alternatives
- Taxpayer Advocate
- Other Payroll Tax Related Information

Important Links

- Register as an Employer
- Rates and Withholding
- e-Services for Business
- Reporting Requirements
- Forms and Publications

Top Links This Month

- Forms and Publications
- File and Pay Taxes
- Rates and Withholding
- e-Services for Business Information
- Am I Required to Register as an Employer?

FAQs

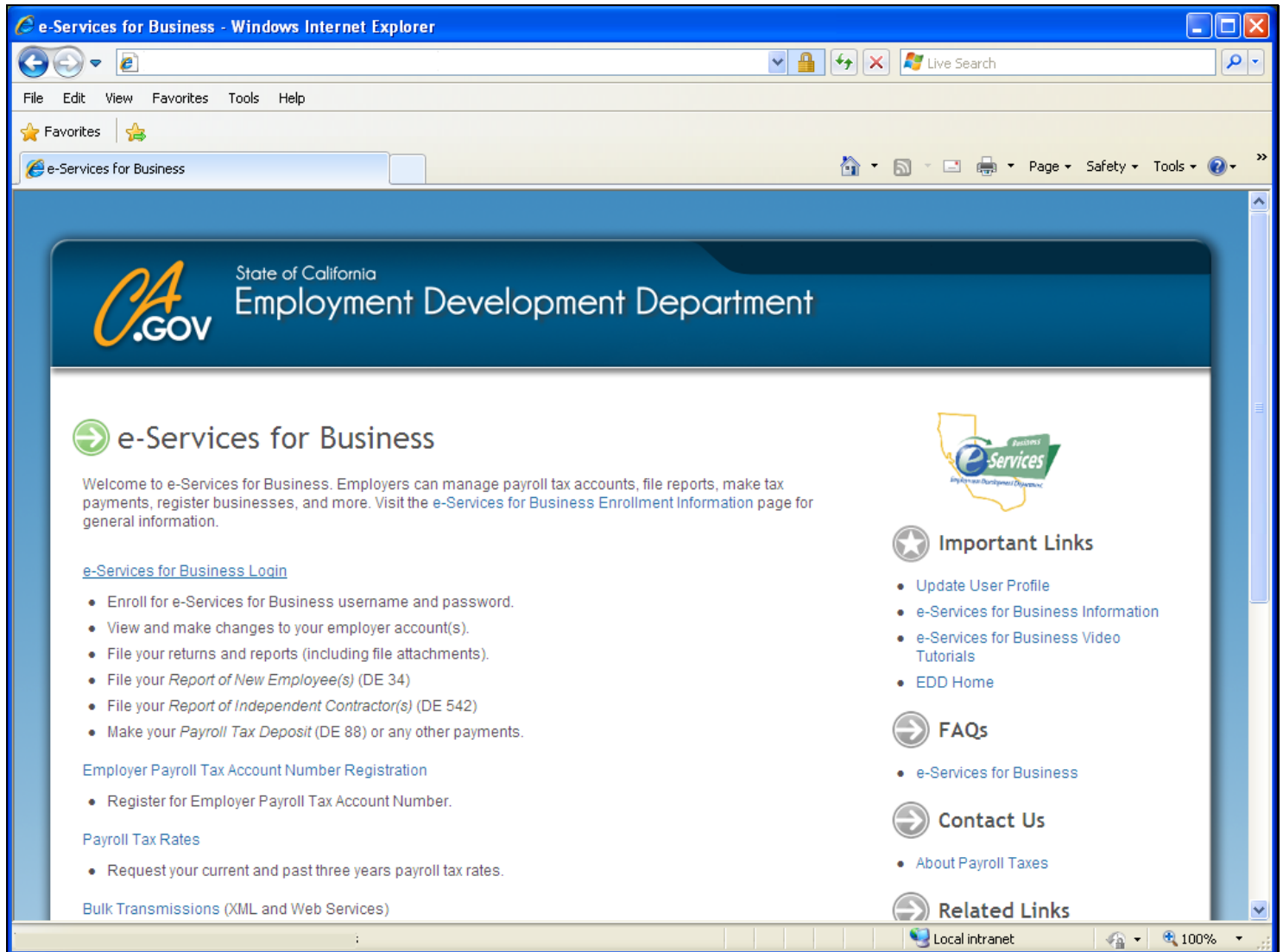
- Payroll Taxes FAQs

Slide notes

Here on the Payroll Taxes page, there are numerous links. You can access e-Services for Business by selecting one of these links.

I want to enroll for a Username and Password to use e-Services for Business

Slide 4



Slide notes

To begin, select "e-Services for Business Login."

I want to enroll for a Username and Password to use e-Services for Business

Slide 5

The screenshot shows a Windows Internet Explorer browser window displaying the 'e-Services for Business' login page. The browser's address bar shows 'e-Services for Business'. The page header features the 'CA.GOV' logo and the text 'State of California Employment Development Department'. The main content area is titled 'e-Services for Business Login' and includes a green arrow icon. Below the title, a paragraph states: 'All employers and agents must enroll when using e-Services for Business for the first time. Payroll agents are advised to only enroll once, and use e-Services for Business to establish multiple client accounts.' A section for 'New User:' contains a link: 'Enroll for a username and password'. The login section includes fields for 'Username:' and 'Password:', each with a 'Forgot' link. A note states 'Note: Password is case sensitive' and a 'Login' button is present. At the bottom, a link says 'Having problems logging in? Visit the FAQ - General Questions to assist you.' On the right side, there are three sections: 'Important Links' with links to 'e-Services for Business', 'e-Services for Business Information', 'e-Services for Business Video Tutorials', and 'EDD Home'; 'FAQs' with a link to 'e-Services for Business'; and 'Contact Us' with a link to 'About Payroll Taxes'. A 'Related Links' section at the bottom right contains links to 'Franchise Tax Board' and 'Board of Equalization'. The browser's status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.

e-Services for Business Login

All employers and agents must enroll when using e-Services for Business for the first time. Payroll agents are advised to only enroll once, and use e-Services for Business to establish multiple client accounts.

New User: [Enroll for a username and password](#)

Username: [Forgot username?](#)

Password: [Forgot password?](#)

Note: Password is case sensitive

Having problems logging in? Visit the [FAQ - General Questions](#) to assist you.

Important Links

- [e-Services for Business](#)
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [EDD Home](#)

FAQs

- [e-Services for Business](#)

Contact Us

- [About Payroll Taxes](#)

Related Links

- [Franchise Tax Board](#)
- [Board of Equalization](#)

Slide notes

New users select "Enroll for a username and password."

I want to enroll for a Username and Password to use e-Services for Business

Slide 6

The screenshot shows a Windows Internet Explorer browser window titled "e-Services for Business Enrollment - Windows Internet Explorer". The address bar shows "e-Services for Business Enrollment". The page header includes the "CA.GOV" logo, "State of California Employment Development Department", the date "Thursday, February 9, 2012", and a "Help" link. The main content area is titled "e-Services for Business Enrollment" with a green arrow icon. Below the title, a paragraph states: "To begin using e-Services for Business, you must create a username and password. Before you leave this page, make note of your username and password. You will need it to access e-Services for Business. Keep your username and password in a safe place and do not share it with anyone." Below this, it says "Enter the following contact information for this account:". Under the heading "* Required Fields", there are two input fields. The first is for the Username (8-15 characters), with a note: "Username must be a mixture of both letters and numbers and cannot contain punctuation or special characters such as ! @ # \$ % ^ & * ().". The second is for the Password (8-12 characters, case sensitive), with a note: "Password must contain at least one upper case letter, at least one lower case letter, at least one number, and cannot be the same as your username and cannot contain any punctuation." To the right of the main content area, there are two sections: "Important Links" with links to "e-Services for Business", "e-Services for Business Information", "e-Services for Business Video Tutorials", and "EDD Home"; and "FAQs" with a link to "e-Services for Business". Below these is a "Contact Us" section with a link to "About Payroll Taxes". The browser's status bar at the bottom shows "Local intranet" and "100%".

e-Services for Business Enrollment

To begin using e-Services for Business, you must create a username and password. Before you leave this page, make note of your username and password. You will need it to access e-Services for Business. Keep your username and password in a safe place and do not share it with anyone.

Enter the following contact information for this account:

*** Required Fields**

* Enter your Username (8-15 characters):

*Username must be a mixture of both letters and numbers and cannot contain punctuation or special characters such as ! @ # \$ % ^ & * ().*

* Enter your Password (8-12 characters, case sensitive):

Password must contain at least one upper case letter, at least one lower case letter, at least one number, and cannot be the same as your username and cannot contain any punctuation.

Important Links

- [e-Services for Business](#)
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [EDD Home](#)

FAQs

- [e-Services for Business](#)

Contact Us

- [About Payroll Taxes](#)

Slide notes

The e-Services for Business Enrollment page. To begin using e-Services for Business, you must create a username and password. Before you leave this page make a note of your username and password. To view detailed descriptions of required information, scroll down to the bottom of this page.

I want to enroll for a Username and Password to use e-Services for Business

Slide 7

The screenshot shows a Windows Internet Explorer browser window titled "e-Services for Business Enrollment". The address bar shows the URL "http://www.localintranet.com/e-services-for-business/enrollment". The page content includes a "Continue" button and a "Cancel" button. Below these buttons, there is a section titled "Having problems enrolling? Visit the e-Services for Business Enrollment Information page. We also offer e-Services for Business Video Tutorials and answers to frequently asked question on the FAQs page." This is followed by instructions for Username, Password, Re-enter Password, First Name, Last Name, Last four digits of your Social Security Number (SSN), and E-mail Address. Each instruction includes a "Back to Top of Page" link. The status bar at the bottom shows "Done" and "Local intranet".

Continue Cancel

Having problems enrolling? Visit the [e-Services for Business Enrollment Information](#) page. We also offer [e-Services for Business Video Tutorials](#) and answers to frequently asked question on the [FAQs](#) page.

Username: Enter your username. Username must be 8-15 characters long. The username must include at least one letter, at least one number, cannot contain special characters such as ! @ # \$ % ^ & * (), and cannot be the same as your password. You must remember your username as this is a permanent identifier.
[Back to Top of Page](#)

Password: Enter your password. Password must be 8-12 characters long. The password must include at least one upper case letter, at least one lower case letter, and at least one number. Passwords are case sensitive. Passwords cannot be the same as your username and cannot contain any punctuation.
[Back to Top of Page](#)

Re-enter Password: Re-enter the password you typed in the "Enter your password."
[Back to Top of Page](#)

First Name: Enter the first name of the person whom EDD should contact if there are any questions regarding this account. You may enter up to 12 characters. Spaces and dashes are allowed, however, special characters such as asterisks (*) are not permitted.
[Back to Top of Page](#)

Last Name: Enter the last name of the person whom EDD should contact if there are any questions regarding this account. You may enter up to 20 characters. Spaces and dashes are allowed, however, special characters such as asterisks (*) are not permitted.
[Back to Top of Page](#)

Last four digits of your Social Security Number (SSN): Enter the last four digits of the account holder's social security number. All digits must be number characters.
[Back to Top of Page](#)

E-mail Address: Enter a valid e-mail address (e.g., my_name@office.com). The e-mail address must be complete, including the @ symbol and no spaces are allowed. To validate this e-mail address, the account holder must respond to an e-mail verification within 24 hours, or this process must be repeated on the next day.
[Back to Top of Page](#)

Slide notes

Notice the screen help tips that are available at the bottom of the page.

I want to enroll for a Username and Password to use e-Services for Business

Slide 8

The screenshot shows a web browser window titled "e-Services for Business Enrollment - Windows Internet Explorer". The address bar shows "e-Services for Business Enrollment". The page header includes the "CA.GOV" logo and "State of California Employment Development Department". The main heading is "e-Services for Business Enrollment". Below this, a paragraph states: "To begin using e-Services for Business, you must create a username and password. Before you leave this page, make note of your username and password. You will need it to access e-Services for Business. Keep your username and password in a safe place and do not share it with anyone." Below this, it says "Enter the following contact information for this account:". Under the heading "* Required Fields", there are two input fields. The first is for the Username, with a label "* Enter your Username (8-15 characters):". Below the input field, a note states: "Username must be a mixture of both letters and numbers and cannot contain punctuation or special characters such as ! @ # \$ % ^ & * ().". The second input field is for the Password, with a label "* Enter your Password (8-12 characters, case sensitive):". Below the input field, a note states: "Password must contain at least one upper case letter, at least one lower case letter, at least one number, and cannot be the same as your username and cannot contain any punctuation." On the right side of the page, there are two sections: "Important Links" and "FAQs". The "Important Links" section includes links to "e-Services for Business", "e-Services for Business Information", "e-Services for Business Video Tutorials", and "EDD Home". The "FAQs" section includes a link to "e-Services for Business". Below the "FAQs" section is a "Contact Us" section with a link to "About Payroll Taxes". The browser window also shows a "Local intranet" status bar at the bottom.

e-Services for Business Enrollment

To begin using e-Services for Business, you must create a username and password. Before you leave this page, make note of your username and password. You will need it to access e-Services for Business. Keep your username and password in a safe place and do not share it with anyone.

Enter the following contact information for this account:

*** Required Fields**

* Enter your Username (8-15 characters):

Username must be a mixture of both letters and numbers and cannot contain punctuation or special characters such as ! @ # \$ % ^ & * ().

* Enter your Password (8-12 characters, case sensitive):

Password must contain at least one upper case letter, at least one lower case letter, at least one number, and cannot be the same as your username and cannot contain any punctuation.

Important Links

- e-Services for Business
- e-Services for Business Information
- e-Services for Business Video Tutorials
- EDD Home

FAQs

- e-Services for Business

Contact Us

- About Payroll Taxes

Slide notes

Required fields are identified with an asterisk. The username must be 8 -15 characters long. The username must be a mixture of both letters and numbers and must include at least one letter, and at least one number.

Do not enter any characters that are not numbers or letters. The username is used as a permanent identifier.

The password must be 8-12 characters long. The username cannot be the same as your password. The password must contain at least one uppercase letter, at least one lowercase letter, and at least one number.

It cannot be the same as your username and cannot contain any punctuation.

I want to enroll for a Username and Password to use e-Services for Business

Slide 9

The screenshot shows a web browser window titled "Enrollment - Windows Internet Explorer". The address bar is empty. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a search icon and a "Live Search" button. The main content area displays the enrollment form for "e-Services for Business".

At the top of the form, there is a note: "letters and numbers and cannot contain punctuation or special characters such as ! @ # \$ % ^ & * ().".

The form fields are as follows:

- * Enter your Password (8-12 characters, case sensitive): [password field]
- Password must contain at least one upper case letter, at least one lower case letter, at least one number, and cannot be the same as your username and cannot contain any punctuation.
- * Re-enter Password: [password field]
- * First Name: [Jane]
- * Last Name: [Doe]
- * Last four digits of your Social Security Number: [8833]
- * E-mail Address: [jdoe@sunnyvale.com]
- E-mail address must be valid (e.g., my_name@office.com). A message will be sent to this e-mail address to complete the enrollment process.
- * Re-enter E-mail Address: [jdoe@sunnyvale.com]
- Phone Number (XXX-XXX-XXXX): [916-555-1212]

At the bottom of the form, there are two buttons: "Continue" and "Cancel".

Below the form, there is a link: "Having problems enrolling? Visit the [e-Services for Business Enrollment Information](#) page. We also offer [e-Services for Business Tutorials](#) and answers to frequently asked question on the [FAQs](#) page."

The status bar at the bottom shows "Done", "Local intranet", and "100%".

Slide notes

Each username requires a unique e-mail address, therefore the e-mail cannot be associated with more than one username. When the information is completed, select "Continue."

I want to enroll for a Username and Password to use e-Services for Business

Slide 10

The screenshot shows a web browser window titled "Enrollment Security Questions - Windows Internet Explorer". The address bar shows "Enrollment Security Questions". The page header includes the "CA.GOV" logo, "State of California Employment Development Department", the date "Wednesday, February 1, 2012", and a "Help" link. The main heading is "Enrollment Security Questions" with a green arrow icon. Below this, a paragraph explains the purpose of the security questions. A section titled "* Required Fields" lists four security questions, each with a dropdown menu for selecting a question and a text box for the answer. At the bottom are "Continue" and "Cancel" buttons. On the right side, there are sections for "Important Links" (e-Services for Business, e-Services for Business Information, e-Services for Business Video Tutorials, EDD Home), "FAQs" (e-Services for Business), and "Contact Us" (About Payroll Taxes). The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

Enrollment Security Questions - Windows Internet Explorer

File Edit View Favorites Tools Help

Enrollment Security Questions

Wednesday, February 1, 2012 Help

CA.GOV State of California Employment Development Department

Enrollment Security Questions

Choose your security questions and enter your answer to each question. This information is important because it is needed to access e-Services for Business and to recover your username and reset your password. You will have the option to print your security questions and answers on the next page (the Enrollment Summary page).

*** Required Fields**

* Security Question 1
 * Your Answer:

* Security Question 2
 * Your Answer:

* Security Question 3
 * Your Answer:

* Security Question 4
 * Your Answer:

Important Links

- e-Services for Business
- e-Services for Business Information
- e-Services for Business Video Tutorials
- EDD Home

FAQs

- e-Services for Business

Contact Us

- About Payroll Taxes

Done Local intranet 100%

Slide notes

This page of four security questions is a part of your account recovery options.

Please make a note of the answers to these questions for your records. When the information is completed select "Continue."

I want to enroll for a Username and Password to use e-Services for Business

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The screenshot shows a web browser window titled "Enrollment Summary - Windows Internet Explorer". The address bar shows "Enrollment Summary". The page header includes the ".GOV" logo and "Employment Development Department". The main content area is titled "Enrollment Summary" with a green arrow icon. Below the title, it says: "Review your information before you submit. This information will be necessary to access e-Services for Business and will be required to recover your username and/or reset your password. Please print and keep this information for future reference." There are two links: "Edit User Information" and "Edit Security Questions". The user information section displays: Username: *****e123, Password: ***** (masked), First Name: Jane, Last Name: Doe, Last four digits of your Social Security Number: 8833, E-mail Address: jdoe@sunnyvale.com, and Phone Number: 916-555-1212. The security questions section displays: Security Question 1: What was your childhood nickname? * Your Answer: ricos, Security Question 2: What is your favorite sport? * Your Answer: hockey, Security Question 3: What is your favorite animal? * Your Answer: Dog, and Security Question 4: What sports team do you love to see lose? * Your Answer: Your team. At the bottom, there are three buttons: "Print", "Enroll", and "Cancel". On the right side, there are two sections: "Important Links" with links to "e-Services for Business", "e-Services for Business Information", "e-Services for Business Video Tutorials", and "EDD Home"; and "FAQs" with a link to "e-Services for Business". Below that is a "Contact Us" section with a link to "About Payroll Taxes". The browser window also shows a "Done" status bar at the bottom left and a "Local intranet" status bar at the bottom right.

Enrollment Summary

Review your information before you submit. This information will be necessary to access e-Services for Business and will be required to recover your username and/or reset your password.

Please print and keep this information for future reference.

[Edit User Information](#)

Username: *****e123
Password: *****
First Name: Jane
Last Name: Doe
Last four digits of your Social Security Number: 8833
E-mail Address: jdoe@sunnyvale.com
Phone Number: 916-555-1212

[Edit Security Questions](#)

Security Question 1: What was your childhood nickname?
* Your Answer: ricos
Security Question 2: What is your favorite sport?
* Your Answer: hockey
Security Question 3: What is your favorite animal?
* Your Answer: Dog
Security Question 4: What sports team do you love to see lose?
* Your Answer: Your team

[Print](#) [Enroll](#) [Cancel](#)

Important Links

- [e-Services for Business](#)
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [EDD Home](#)

FAQs

- [e-Services for Business](#)

Contact Us

- [About Payroll Taxes](#)

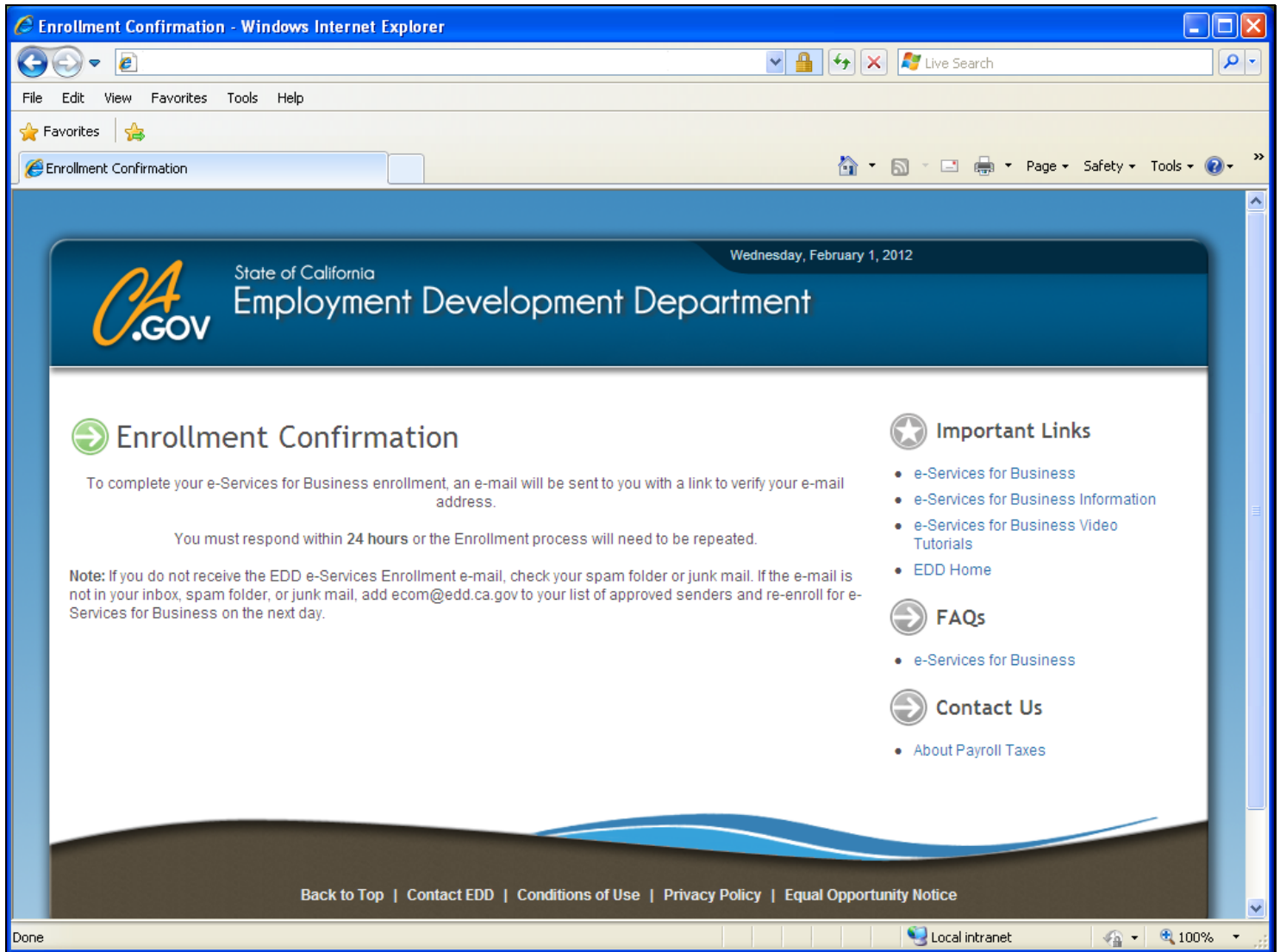
Slide notes

This is your enrollment summary. Review your information and print this page before you submit this request. This information will be necessary to access e-Services for Business and will be required to recover your username and/or reset your password.

If all of the information is correct, select "Enroll."

I want to enroll for a Username and Password to use e-Services for Business

Slide 12

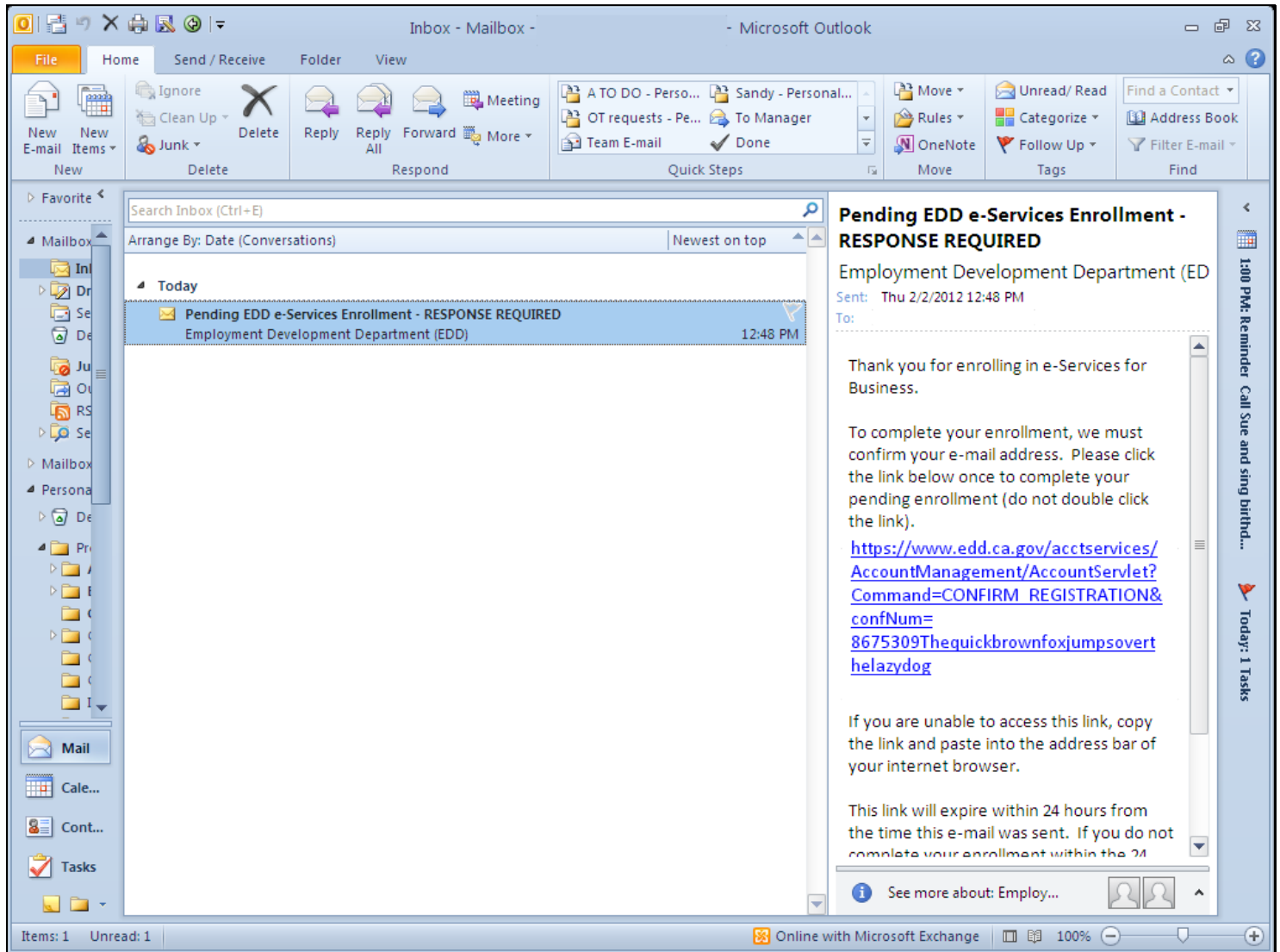


Slide notes

To complete your enrollment, an e-mail will be sent to you at the e-mail address you provided.

I want to enroll for a Username and Password to use e-Services for Business

Slide 13

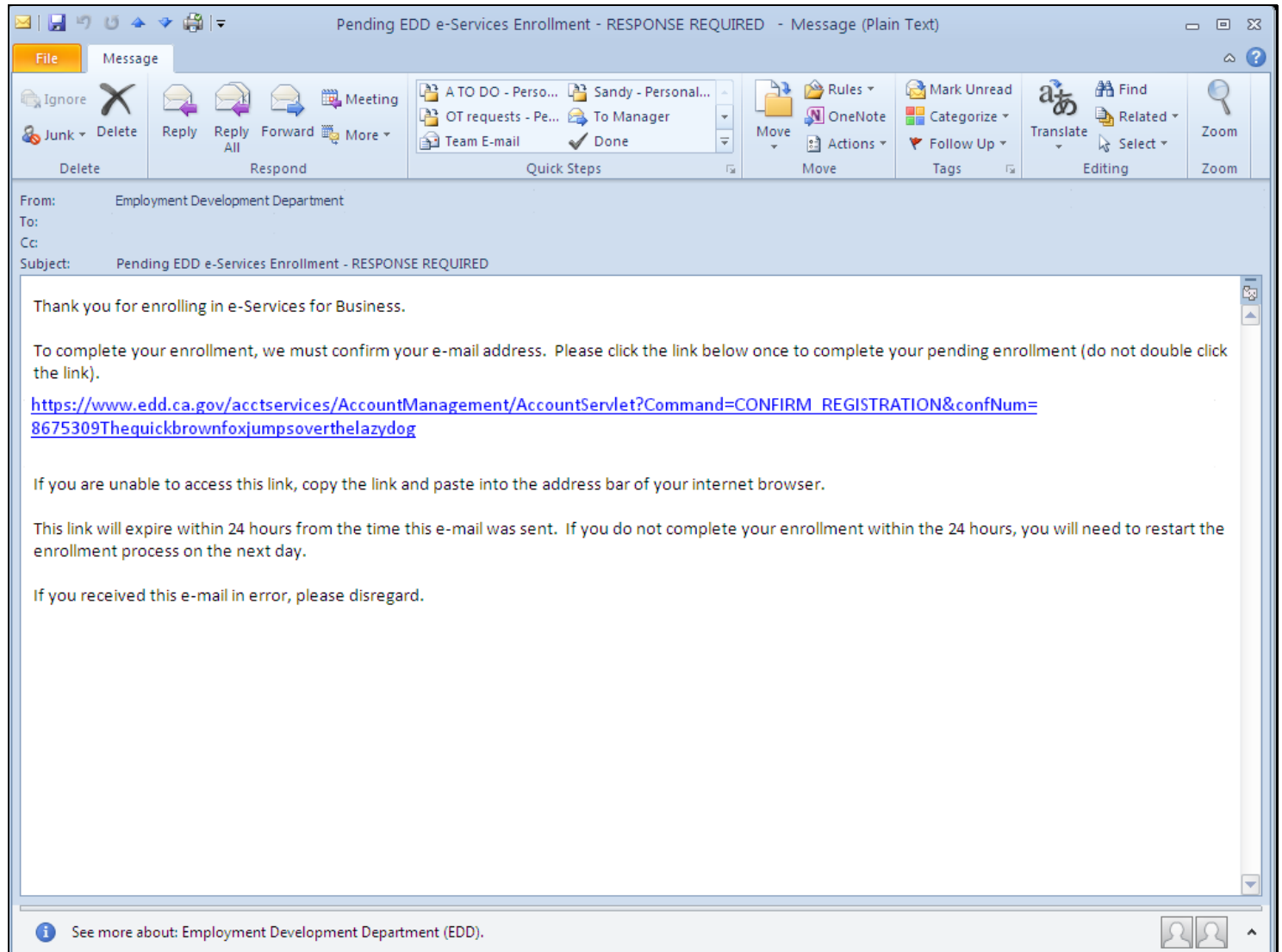


Slide notes

Here is the e-mail confirmation.

I want to enroll for a Username and Password to use e-Services for Business

Slide 14



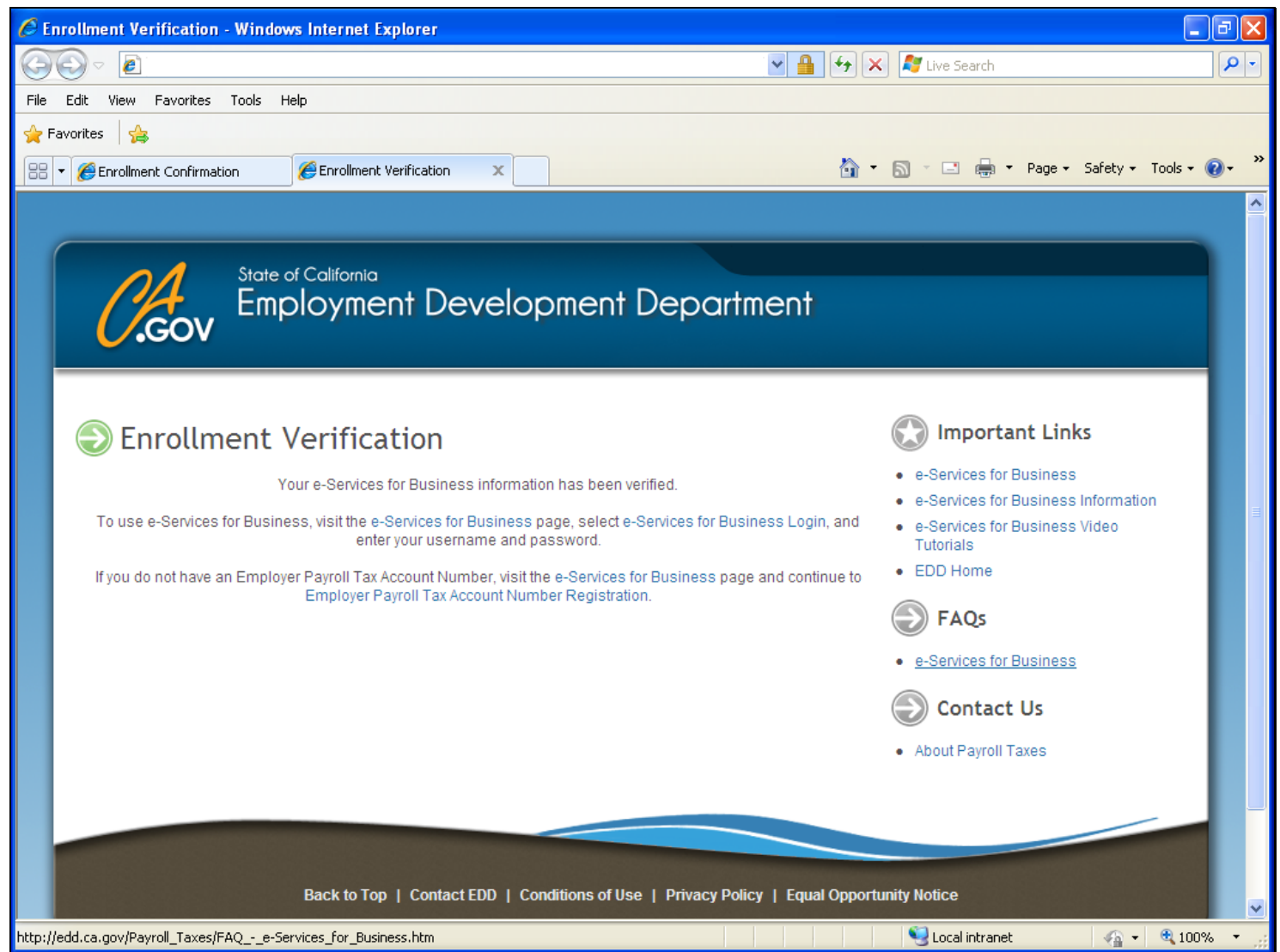
Slide notes

To complete your enrollment, you must confirm your e-mail address. Select this link to complete your pending enrollment.

If you do not complete your enrollment within twenty-four (24) hours, your enrollment process will be deemed unsuccessful, and you will need to re-start the enrollment process.

I want to enroll for a Username and Password to use e-Services for Business

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Slide notes

After opening the e-mail from the EDD and selecting the link within twenty-four (24) hours, you will receive this enrollment verification.

On the Enrollment Verification page you can continue to the e-Services for Business page, and enter your new username and password to begin the one-time authorization to set up your e-Services for Business account.

For more information regarding e-Services for Business, refer to our frequently asked questions page, online tutorials, and other resources.

I want to enroll for a Username and Password to use e-Services for Business

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www.edd.ca.gov
Taxpayer Assistance Center
1-855-866-2657

Slide notes

Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at 1-855-866-2657.

Thank you for watching this tutorial on how to create a username and password to access e-Services for Business.